

**ATTACHMENT A**  
**STATEMENT OF WORK**  
**FOR**  
**GARMENT SERVICES - EPA - ANN ARBOR, MI**

**October 5, 2004**

- A. **OBJECTIVE OF REQUIREMENT:** This requirement is for nonpersonal services for a contractor to provide and replenish garments in accordance with the contents of this statement of work to ensure that employees will have three garments as follows: one (1) garment in the dirty laundry being cleaned, one(1) garment currently being worn and one (1) garment in reserve to change into should the garment being worn become soiled or damaged..

TASK 1 - **CLEAN GARMENTS** -The contractor shall provide via lease clean garments (on hangers) as stated in the Garment Inventory List (Attachment C). Each unit of issue will consist of 3 pieces of garment per unit per employee. Such as three (3) Shopcoats per employee.

TASK 2 - **CONTENTS OF GARMENTS** -The contractor shall provide name tags on the Shopcoats, Lapel Coats, Coveralls, and Laboratory Coats. Placement will be on the upper right chest area on the garments as indicated per the digital pictures as **Attachment B**. The contractor shall attach EPA provided Emblems on each garment placed on the upper left chest area prior to delivery.

TASK 3- **SOILED GARMENTS** -The soiled garments will be returned the same day, the following week, in accordance with Paragraph G of this statement of work. The contractor shall provide a container for the soiled garments.

TASK 4- **DELIVERY AND PICKUP OF GARMENTS:** The contractor shall deliver each week in accordance with the schedule in Paragraph G of this statement of work, the clean garments and remove the soiled garments and excess hangers. The contractor shall pick up any new orders for new garments the same day each week and remove any garments that have been turned in due to employee's leaving, or that are no longer needed by the employees. The contractor shall adjust the billing to reflect any charges for items that have been added or

deleted that week.

- TASK 5- DAMAGED GARMENTS:** The contractor shall inspect and remove for repair by the contractor any garments that are damaged and identify these items on a pickup slip.
- B. **PERIOD OF PERFORMANCE:** November 1, 2004 through October 31, 2005. With an option to extend for two (2) additional years.
- C. **PLACE OF PERFORMANCE:** Deliveries and pickups shall be made to the Shipping and Receiving Area at the Environmental Protection Agency (EPA) at 2565 Plymouth Road, Ann Arbor, Mi 48105. During the hours of 8:00 a.m - 3:00 pm local time.
- D. **INSPECTION AND ACCEPTANCE CRITERIA:** Upon delivery the contractor with the Shipping and Receiving staff will check in the delivery, verifying employee names on the order, placement of correct names on name tags, placement of the EPA provided EPA Emblems on the garments. Each week the Shipping and Receiving Staff will verify the delivery of the returning garments and removal of the soiled and/or damaged garments and any new deliver orders and turn-ins.
- E. **DETERMINATION OF ESTIMATED QUANTITY:** The weekly quantity of each item contained in Attachment C is an estimated quantity. The estimated weekly quantity is determined by multiplying the number of employees who require the garment by 3.
- F. **VARIATION IN QUANTITY:** Quantities of garments may occasionally increase or decrease on a temporary basis during the term of the purchase order due to circumstances such as (for example): (1) temporary detailing of employees, (2) departure of employees, etc. The total amount will be computed by the project officer and Attachment C will be adjusted accordingly. The contractor will not charge for an increase in quantity unless the increase in quantity is delivered and accepted by the project officer. Prices for any temporary increases or decreases in quantity shall be in accordance with the contractor's proposed prices in this purchase order.
- G. **ADDITIONS/DELETIONS:** In the event that additional garments other than those originally shown in ATTACHMENT C are required, and/or the program office(s) require deletion of garments originally identified ATTACHMENT C ,the contracting officer will issue a bilateral modification to increase or decrease the quantity, to incorporate the additional items, or to delete

unwanted items. Prices for all increases, decreases, additions, or deletions shall be in accordance with contractor's proposed prices for this purchase order.

- H. **PACKING SLIPS-** The contractor shall provide an itemized packing slip listing each individual order per garment with items being delivered and items on backorder. The EPA will provide an itemized list of employee garment orders detailing sizes that will be needed.
- I. **REPORTING REQUIREMENTS AND DELIVERABLES-** The contract shall provide each week an itemized list of soiled garments being removed for cleaning or repairs. The contractor shall provide an itemized list of those garments being returned as cleaned or repaired from the previous week. Any new garments will be included on Garment Inventory List **Attachment C**.
- J. **DELIVERY SCHEDULE:** The contractor shall specify which day of the week will be the scheduled delivery day for the weekly delivery. This schedule will not be changed without prior notice to the Project Officer. This schedule may be altered due to facility closures due to emergencies, federal holidays.
- K. **INVOICING:** Contractor shall submit an itemized invoice identifying each EPA employee, the item for each employee and the cost of the item for each employee and the total cost. This invoice shall be submitted monthly to the Project Officer as follows:

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